



Document Request Form

This form is to be completed by students requesting a document. Please complete all fields and email the form to Student Services at studentsupport@sccm.edu.au. Documents will be emailed to the student, and originals can be collected in person. Standard processing takes up to 10 working days. A fee of \$30 applies; for urgent delivery, an additional \$50 will be charged. Students must pay any outstanding tuition fees before the requested document(s) can be released.

Student Details			
Student Name		Student ID	
Email		Mobile	
Request Details (Please tick which documents you require)			
☐ Interim Statement of Results	☐ Current Attendance Report	☐ Course Completion Letter	
☐ Enrolment/Reference Letter	☐ Term Break Confirmation Letter	☐ Fees Invoice	
☐ CoE Extension Letter	☐ Course Progress Letter	☐ Course Completion Letter	
☐ Re-issue of Certificate/Statement of Attainment			
☐ Other, please specify _____			
Please explain the reason for requesting document/s			
Student Signature		Date	

Office Use Only			
Fees Paid, If applicable	☐ Yes ☐ No		
Decision Outcome	☐ Approved ☐ Declined		
Reason for Decline			
Processed by			
Signature		Date	